

**SECRET**

25 November 1969

MEMORANDUM FOR: HRS Task Force Leader

SUBJECT : SG and OO Positions

PROJECT : PERSTAFF

DEFINITION: SG - Supergrade (GS-16 thru GS-18) positions  
OO - Chief of Station, Chief of Base, and Project  
positions (regardless of grade)

SG and OO positions are handled uniquely by Position Management Control Division (PMCD) as a result of a memo from DDP dated 11 Oct 1957. When a form 261 (Staffing Complement Change Authorization) is prepared on a SG or OO position, the designation 'SG' or 'OO' is typed in the GRADE column in lieu of the actual grade of the position. The actual grade is then handwritten on copies of the 261 for distribution to Statistical Reporting Branch, OP; Position Inventory Branch, OP; Manpower Control Branch, OPPB; and Clandestine Services Personnel Staff, DDP (if applicable). All other directorates receive a copy, if the position concerned is within their directorate, with only 'SG' and 'OO' indicated.

The Position Control Register (PCR), which is produced from the 261 forms, also has the designation 'SG' or 'OO' in the grade column for SG or OO positions. A secretary is assigned to go through all the copies of the PCR received by PMCD and write the actual grade on all positions that are designated SG or OO.

It is recommended that one of the following methods be adopted to eliminate this time-consuming manual operation:

1. Eliminate the designation of SG and OO positions and utilize the actual grade on all position correspondence.

**SECRET**

**SECRET**

2. Redesign form 261 and Position Control Register to utilize spot carbon paper or spot coating NCR paper. With this method, the actual grade would only be printed on certain predetermined copies.
3. Redesign form 261 to utilize spot carbon paper or spot coating NCR paper and produce two different listings of the Position Control Register; one would have the SG or OO designation printed and the other would have the actual grade of the position.

  
Group Leader/HRS

25X1A

Attachment: DDP Memo

**SECRET**